

Strategy towards developing Child Friendly Schools in Andhra Pradesh
An Initiative for clean school environment

Government of Andhra Pradesh	Rajiv Vidya Mission	UNICEF
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DRAFT GUIDELINES FOR SCHOOL AWARDS

UNDER

RAJIV VIDYA MISSION (SARVA SIKSHA ABHIYAN)

OBJECTIVES

- To encourage teachers, School Management Committees(SMCs), Panchayaths and children in achieving the child friendly norms and standards through improved water, sanitation and hygiene (WASH) facilities and practices in and outside schools.
- To create a competition among Government Primary, Upper Primary and High Schools of the state in improving the overall school environment

OUTLINE OF THE AWARD

This Awards recognizes the initiatives of schools which establish, maintain and ensures systematic usage of WASH facilities by all children in the school alongside making the school child friendly encouraging quality child participation in all aspects of schooling. The Award consists of cash, citation and a memento. These awards will be declared by the District School Sanitation Award Committees under the guidance of State Level Award Committee. These Awards are called as Nirmala Vidyalaya Puraskaram.

Nirmala Vidyalaya Puraskaram (NVP)

There are two categories. The first category is of Primary Section and the other category is for Upper Primary Section. One Primary School (Class I to V) and One Upper Primary School¹ (Class VI to VIII) from each District that qualifies the non-negotiable criteria will be awarded with Nirmala Vidyalaya Puraskaram (NVP). This award will consist of First, Second and Third prize in the two (Primary School Category and Upper Primary School Category) categories. The Awards will be at both district and Mandal level.

The money under different Prize Categories is as follows:

Sl.	Prize	Primary Schools from each of the	Upper Primary Schools from each of the	Primary Schools from each	Upper primary School from
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		districts	districts	of the Mandal	each of the Mandal
1.	First Prize	20,000/-	20,000/-	1,000	1,000
2.	Second Prize	10,000/-	10,000/-	-	-
3.	Third Prize	5,000/-	5,000/-	-	-

ELIGIBILITY FOR APPLICATION

All the Government Primary Schools (exclusively primary schools) will come under Category I and rest of the Government schools will come under Category II.

Sl.	Description	Category
1.	All Government Schools – Primary only	Category – I
2.	All Government Schools - Upper Primary	Category – II

APPLICATION PROCEDURE NIRMAL VIDYALAYA PURASKARAM

SCHOOL – CATEGORY - I:

The Head Teacher of each eligible Primary School is required to submit an application in the prescribed format (Annexure-1) to the concerned Mandal Education Officer (MEO) jointly signed by the Head Teacher and President of the School Management Committee. The Mandal Education Officer (MEO) will verify the Eligible Criteria and certify its eligibility. The applications will then be sent to the District Project Officer of RVM (Sarva Siksha Abhiyan). Maximum ONE application from each mandal will be forwarded to District Project Officer of RVM (Sarva Siksha Abhiyan). In case of more than ONE application, the Mandal Education Officer (MEO) will undertake an internal verification using the Evaluation Scale (Annexure-2) and select ONE best performing Primary schools for final evaluation. Any dispute in this regard will be resolved by the District Award Committee. On receipt of the applications the District Award Team will visit 10 schools and select the best three Primary Schools for the award.

SCHOOL – CATEGORY - II:

The Head Teacher of each eligible school (other than Primary School) is required to submit an application in the prescribed format (Annexure-1) to the concerned Mandal Education Officer (MEO) jointly signed by the Head Teacher and President of the School Management Committee. The Mandal Education Officer (MEO) will verify the Eligible Criteria and certify its eligibility. The applications will then be sent to the District Project Officer of RVM (Sarva Siksha Abhiyan). Maximum ONE application from each mandal will be forwarded to District Project Officer of RVM (Sarva Siksha Abhiyan). In case of more than ONE application, the

Mandal Education Officer (MEO) will undertake an internal verification using the Evaluation Scale (Annexure-2) and select ONE best performing schools for final evaluation. Any dispute in this regard will be resolved by the District Award Committee. On receipt of the applications the District Award Team will visit 10 schools in the District and select three best schools for the award.

EVALUATION OF NV P (for Primary School)

The District Award Committee will carry out an evaluation of selected school of each of the mandals and finalize the best three schools for first, second and third awards. The District Award Committee will develop district specific mechanism to undertake the evaluation. This need to be done by a trained team of functionaries. The evaluation will be done by using the Evaluation Scale given in Annexure-2. The expenses towards evaluation of Nirmal Vidyalaya Puraskaram may be booked under the Project Management head of District RVM budget. RVM-AP in collaboration with UNICEF will facilitate the training of the Evaluation Team on request of the District Award Committee. The selection of schools for Nirmal Vidyalaya Puraskaram will be done by the District Award Committee. The decision of the District Award Committee in this regard shall be final. The district level award functions will be organized during the month of November.

The School awarded FIRST PRIZE will receive award and reward at State Function that will be organized on 19th November.

AWARD COMMITTEE AT DISTRICT LEVEL

- **District Collector – Chairperson**
- **District Education Officer (DEO) – Member**
- **Executive Engineer – Sarva Siksha Abhiyan – Member**
- **Superintending Engineer – Rural Water Supply & Sanitation – Member**
- **District Panchayath Officer- Member**
- **Municipal Engineer – Member**
- **RMSA Engineer – Member**
- **Project Director, NREGA**
- **Project Officer – Sarva Siksha Abhiyan – Member Convenor**

EVALUATION OF NV P (for Upper Primary School)

Similarly, the District Award Committee will carry out an evaluation of selected upper primary schools of the District nominated by the SMC and Head Teacher for the NIRMAL VIDYALAYAM Award, on the basis of comparative scores. The District Award Committee will develop a mechanism to undertake the evaluation. This may be done by a trained team of functionaries. The evaluation will be done by Evaluation Scale given in Annexure-2. The selection of THREE first best schools from each district for the NIRMAL VIDYALAYAM (for Upper Primary School) Puraskaram will be awarded First, Second and Third prizes accordingly. RVM-AP in collaboration with UNICEF will facilitate the training of the Evaluation Team on request of the District Award Committee. The decision of the District Award Committee in this regard shall be final.

The School awarded FIRST PRIZE will receive award and reward at State Function that will be organized on 19th November.

THE STATE AWARD COMMITTEE

The State Level Award Committee will guide the District Award Committees in the implementation of School Sanitation Award Scheme. It will review the implementation of the award programme and will undertake modifications, revisions in the guidelines wherever essential based on the feedback of District Award Committees. It will also look into the anomalies and representations received if any on the implementation of school sanitation awards at the district level. The State Level Award Committee includes the following:

- **State Project Director, Rajiv Vidya Mission (RVM) [Sarva Shiksha Abhiyan (SSA)] – Chairperson**
- **Director, Rashtriya Madhyamik Shiksha Abhiyan (RMSA) – Member**
- **Project Director, State Water & Sanitation Mission (SWSM) – Member**
- **Regional Director(Sanitation & Health), Office of Municipal Administration – Member**
- **State Community Mobilization Officer, Sarva Shiksha Abhiyan (SSA) – Member**
- **Director, National Rural Employment Guarantee Agency (NREGA) – Member**

- Secretary, Kasturba Gandhi Balika Vidyalaya Society - Member
- Representative from UNICEF, Andhra Pradesh – Member
- Chief Engineer, Sarva Shiksha Abhiyan (SSA) – Member Convenor

DISTRIBUTION OF AWARD

RVM Andhra Pradesh will organize an Award Ceremony every year, at State level, to felicitate the FIRST SECOND and THIRD best schools of all the districts and its functionaries with the NIRMAL VIDYALAYA PURASKARAM. These will be handedover to the Head Teachers and Child Cabinet Ministers/Members.

The award distribution ceremony at the district level will be organized by the District Project Officer of RVM (Sarva Siksha Abhiyan). Participation of Head Teachers of all Primary Schools of the district may be sought to inspire others for the award and intensify the competition.

PROCESS CYCLE

Date	Activity
By 15 th July	Submission of Applications for Nirmal Vidyalaya Puraskaram (Primary & Upper Schools) by the Head Teacher/School Management Committee to the respective Mandal Education Officer
By 15 th August	Internal Evaluation through spot verification and interactions and selection best primary and Upper Primary School for each Mandal by the Mandal Education Officer.
By 31 August	Submission of ONE applications for Primary Schools and Upper Primary Schools from each mandal to District Project Officer of RVM by the Mandal Education Officer
By 30 September	Screening of Award Applications for Primary and Upper Primary Schools received from MEOs by the by trained teams as designated by the District Award Committee. Separate screening team (from amongst the District Award Committee) will be set up for the Primary and Upper Primary School Awards. sending the List of Schools eligible to District Award Committee for undertaking spot checks and field visits
By 20 th October	Spot checks and field visits to short listed schools by the District Award Committee.
By 01 th November	Selection of schools for the Nirmal Vidyalaya Puraskaram both for primary and Upper Primary Schools
19 th November	Distribution of Nirmal Vidyalaya Puraskaram by RVM-AP at the state level
By 30 th November	Organizing District Award Ceremony for distribution of Nirmal Vidyalaya

USE OF AWARD MONEY

The School Authority can use the Award Money for the following purposes:

1. Repair / improvement of the hand pump platform and drainage
2. Repair / improvement of the existing toilet blocks
3. Construction of Guard Wall in front of the Girls' Toilet block
4. Construction of hand washing basin / hand washing station
5. Developing running water systems in toilet, kitchen and at hand washing stations
6. Purchase of soap for hand washing
7. Purchase of consumables like toilet brush, cleaner, first aid box etc,.
8. Arrangement for separate disposal of organic and inorganic waste and composting / vermicomposting.
9. Installation of Smokeless Chullah (improved chullah)
10. Developing a Library in School
11. Purchase of Weighing Machine
12. Purchase of Fire Extinguisher / Computer
13. Purchase of Water Filter
14. Purchase of Garden equipment

Each award winning school should submit the Statement of Expenditure in the prescribed format to the District Project Office of RVMAP through the School Inspector by 31st March of next year.

SUSTAINABILITY

Sustenance of the minimum criteria as specified in Annexure-3 (Sustainability Scale) is important for awarded schools to motivate the aspiring schools. The Mandal Education Officers (MEOs) will undertake a rapid assessment of the awarded schools and suggest for improvement in gap filling if any. The District Award Committee will undertake rapid assessment of all awarded schools by using the prescribed format (Annexure-3). It is required to submit information as per Annexure-3 against all awarded schools along with the applications for the Nirmal Vidyalaya Puraskaram (Secondary). No application for the Nirmal Vidyalaya Puraskaram (Secondary) will be considered if the district fails to submit the required information.

The State Award Committee will also organize a rapid assessment of 10% randomly sampled awarded schools.

ANNEXURE - I

APPLICATION FORM

NIRMAL VIDYALAYA PURASKARAM, 20_____

1.	NAME OF THE SCHOOL				
2.	DISTRICT				
3.	MANDAL				
4.	NO. OF TEACHERS	FEMALE		MALE	
5.	NO. OF STUDENTS	GIRLS		BOYS	
6.	TOTAL STRENGTH OF THE SCHOOL				

ELIGIBILITY CONDITIONS

1.	The School has Household Register showing that the village has not out of school children of 6-14 years age group	YES		NO	
2.	The School has protected and functional drinking water source within 50 meters of the campus. (With a minimum Storage Capacity in the ration of 1 Children: 5 Litres) ²	YES		NO	
3.	The water testing certificate of the laboratory (within the last 12 months) of the school water sources is available in the school as evidence of safe water supply and/or corrective measures taken	YES		NO	
4.	The school has separate and functional toilet and urinal blocks for boys and girls and used by all children with ratio of (Toilet 1: 80 children) and (Urinal 1 : 20 children)	YES		NO	
5.	The school surroundings is visibly clean and no faecal matter is found in and around the school campus	YES		NO	
6.	Facility for usage of dust bins in the school campus	YES		NO	
7.	Hand washing facility with 1 tap for every 20 children				

²for eg. If the school has 400 students then the available water in the storage facility should be 2,000 LTRS per day.

8.	Soap is available for hand washing before taking Mid Day Meal and after using toilet are being used by all children	YES		NO	
9.	The school has a Child Cabinet and a system for keeping the school campus and facilities clean. Regular monitoring or upkeep of WASH facilities on the campus.	YES		NO	
10.	The school has evidence on observation of School Hygiene Day on 19 th November	YES		NO	
11.	The school runs cooked mid day meal program on regular basis, following all the rules & regulations / as per norms.	YES		NO	
12.	The school has at least one teacher on School Hygiene, Child Cabinet & Disaster Management	YES		NO	
13.	The school has compound wall on four sides of the School and with gate	YES		NO	
14.	School Management Committee's (SMC) active participation in regular review and monitoring of WASH facilities in schools	YES		NO	

DECLARATION

This is to certify that all information provided in the table is true to best of our knowledge. The school is maintaining overall cleanliness in and around its premises and a roster on school hygiene. All children use the toilets and wash hands with soap before taking mid day meals and after using toilet on regular basis. No child from the village in the age group of 6-16 years is out of school.

This is also certified that the school has a protected campus and runs cooked mid day meal program on regular basis. The school has also observed the School Hygiene Day on 19th November through various WASH related activities.

We therefore request to consider the school for Nirmal Vidyalaya Puraskaram. We promise to use the award money in sustaining the school environment.

President
School Management Committee
(with Office Seal)

Head Master
..... School
(with Office Seal)

APPLICATION VERIFIED AND RECOMMENDED BY (Signature with Seal)

Mandal Education Officer (MEO)

EVALUATION CRITERIA

All Government Primary Schools (PS), Upper Primary Schools (UPS) and High Schools (HS) of the state qualifying the following TEN minimum criteria will be eligible to apply for the NIRMAL VIDYALAYA PURASKARAM.

1. All children in 6-16 years age group of the village where the school is located are enrolled in any type of neighbourhood school.
2. The school has functional and clean toilet (In the ratio - Toilet 1: 80 children) and (Urinal 1 : 20 children) separately for boys and girls and children have access to the facilities during school hours.
3. The school has protected and functional drinking water storage facility (With a minimum Storage Capacity in the ration of 1 Children: 5 Litres)³ and water testing report of last 12 months period is available to inform about water safety status. If the quality is unsafe the applicant school uses appropriate measures to remove the contamination from water and provide safe water to children.
4. The school has compound wall on all sides and a gate.
5. The school has clean surrounding and no faecal matter in and around the campus.
6. The school has at least one teacher trained on School Hygiene. Child Cabinet & Disaster Management and facilitate hygiene education in and outside the classroom
7. All children of the school have access to soap for hand washing round the year
8. The school has active Child Cabinet involved in clean school environment drive.
9. The school has evidence on observing the School Hygiene Day on 19thNovember (World Toilet Day)
10. The school runs the cooked Mid Day Meal program on regular basis following all rules and regulations specified in the guidelines.

³for eg. If the school has 400 students then the available water in the storage facility should be 2,000 LTRS per day.

ANNEXURE – 2

EVALUATION SCALE

NIRMAL VIDYALAYA PURASKARAM, 20__

1.	NAME OF THE SCHOOL				
2.	DISTRICT				
3.	MANDAL				
4.	CATEGORY	PRIMAR Y		OTERTHAN PRIMARY	

Sl.	Norms & Standard	Means of Verification	Total Score	Score Obtained
		1. Number of toilets and urinals as per guidelines 1 toilet for every 80 boys / girls 1 urinal for every 20 boys / girls 2. Storage facility of drinking as per guidelines 5 litres of water for every child 3. Hand washing taps / stations as per guidelines 1 Tap for every 20 students	Y/ N Y/ N Y/ N	
01.	Safe Water	Rating of Sanitary Risk Survey of the School source: 1. Moderate Risk (3), 2. Low Risk (5)	5	
02.	Toilets are clean and soap is	Spot Verification: Each parameter will add 2 marks 1. Boys' toilet is visibly clean	10	

	available near toilet blocks	<ol style="list-style-type: none"> 2. Girls' toilet is visibly clean 3. Water is available in boys' & girls' toilet 4. Soap is available near boys' toilet 5. Soap is available near boys' toilet 		
03.	Hand washing Facility	<p>Spot Verification:</p> <ol style="list-style-type: none"> 1. Water is available for hand washing (3), 2. Hand Washing Basin without water (4), 3. Hand Washing Basin with water (5) 	5	
04.	Solid Waste Disposal	<p>Spot Verification and interaction with children (10 randomly sampled) of class II – IV on solid and liquid waste management practice:</p> <ol style="list-style-type: none"> 1. Common waste system (3) 2. Separate waste disposal system without segregation (5) 3. Separate waste disposal system with segregation (10) 4. Separate disposal system with segregation by involving children (12) 5. Separate waste disposal system with segregation by involving children and recycling of bio-degradable solid waste (15) 	15	
05.	Green School Environment	<p>Spot Observation: Each parameter will add 2 marks</p> <ol style="list-style-type: none"> 1. Gardening in school campus 2. Plantation of vegetable / fruit tree 3. Use of compost mobilized through children / community 4. Use of grey waste water in gardening 	10	

		/ plantation 5. System of maintenance by children		
06.	Inclusive facility	Spot Observation: Each parameter will add 2 marks 1. Separate Kitchen 2. Smokeless chullah(s) 3. Ramp in toilet 4. Ramp in Varandah 5. Running water system	10	
07.	Mid Day Meal Hygiene	Spot Observation and interaction with kitchen staff: Each parameter will add 2 marks 1. Use of protected water for washing utensils 2. Use of protected water for washing raw food materials 3. Hand washing with soap by the kitchen staff before cooking 4. Cleanliness in and around the place where Mid Day Meal is served 5. Hand washing with soap by kitchen staff before food distribution	10	
08.	Maintenance of facilities	Spot Observation and Interaction: Each parameter will add 3 marks 1. The School was a system for cleaning of classrooms: 1. Daily (3) 2. Weekly (2) 3. Off and On (1) 2. The School has a system for periodic cleaning of toilet:		

		<ol style="list-style-type: none"> 1. Daily (3) 2. Weekly (2) 3. Fornightly / Monthly (1) <p>3. The School has a system for cleaning of hand pump surrounding:</p> <ol style="list-style-type: none"> 1. Daily (3) 2. Weekly (2) 3. Fornightly / Monthly (1) <p>4. The School has a system for cleaning of School Campus:</p> <ol style="list-style-type: none"> 1. Daily (3) 2. Weekly (2) 3. Fornightly / Monthly (1) <p>5. The School has a system for segregation and disposal of solid waste:</p> <ol style="list-style-type: none"> 1. Daily (3) 2. Weekly (2) 3. Fornightly / Monthly (1) 		
09.	Hygiene Education	<p>Observation and Interaction with children (10 randomly selected): Each parameter will add 2 marks</p> <ol style="list-style-type: none"> 1. Sanitation Song during morning assembly <ol style="list-style-type: none"> 1. Daily (3) 2. Weekly (2) 3. On and Off (1) 2. The School has a roster for organizing special session on School Hygiene, Child Cabinet & Disaster Management: <ol style="list-style-type: none"> 1. Daily (3) 2. Weekly (2) 3. Fornightly / Monthly (1) 	9	

		<p>3. The School has a system for monitoring of hand washing practices:</p> <ol style="list-style-type: none"> 1. Daily (3) 2. Weekly (2) 3. Fornightly / Monthly (1) 		
10.	Child Participation	<p>Interaction with Child Cabinet</p> <ol style="list-style-type: none"> 1. Ministers know about their roles and responsibilities (3) 2. Ministers have knowledge about: <ol style="list-style-type: none"> 1. Safe Water (1) 2. Five steps of hand washing (1) 3. Benefits of toilet use (1) 	6	
11.	Home Hygiene	<p>School WASH Register and interaction with children: Children have toilet in their homes</p> <ol style="list-style-type: none"> 1. Below 25%: (1) 2. Above 25% and below 50% : (2) 3. 50% to 75% : (3) 4. Above 75% up to 90% : (4) 5. All : (5) 	5	

FOOT NOTE

In case more than one school get same score then the evaluator will select one on the basis of following parameter:

- Child Participation: More vibrant child cabinet should be given priority
- Age of the School: Older school should be given priority

TOTAL MARKS OBTAINED:

SIGNATURE OF THE EVALUATOR

DATE:

ANNEXURE – 3

SUSTAINABILITY SCALE

NIRMALA VIDYALAYA PURASKARAM, 20__

1.	NAME OF THE SCHOOL				
2.	DISTRICT				
3.	MANDAL				
4.	CATEGORY	PRIMAR Y		OTERTHAN PRIMARY	

Sl.	Norms & Standard	Means of Verification	Total Score	Score Obtained
01.	Safe Water	<ol style="list-style-type: none">Functional Water source (5) (Ratio: 1 child: 5 litres / day)The water testing certificate of the laboratory (within the last 12 months) of the school water source is available in the school as evidence of safe water and / or corrective measures taken (5)Rating of Sanitary Survey :<ol style="list-style-type: none">Moderate Risk (3)Low Risk (5)	15	
02.	Toilets are clean and soap is available near toilet blocks	Spot Verification: Each parameter will add 2 marks Ratio: 1 Toilet per 80 boys / girls 1 Urinal per 20 boys / girls <ol style="list-style-type: none">Boys' toilet and urinal is visibly clean	10	

		<ol style="list-style-type: none"> 2. Girls' toilet and urinal is visibly clean 3. Water is available in boys' & girls' toilet 4. Soap is available near boys' toilet 5. Soap is available near boys' toilet 		
03.	Hand washing Facility	<p>Spot Verification: Ratio: 1 Tap for every 20 Children / Students</p> <ol style="list-style-type: none"> 1. Water is available for hand washing (3), 2. Hand Washing Basin without water (4), 3. Hand Washing Basin with water (5) 	5	
04.	Solid Waste Disposal	<p>Spot Verification and interaction with children (10 randomly sampled) of class II – IV on solid and liquid waste management practice:</p> <ol style="list-style-type: none"> 1. Common waste system (3) 2. Separate waste disposal system without segregation (5) 3. Separate waste disposal system with segregation (10) 4. Separate disposal system with segregation by involving children (12) 5. Separate waste disposal system with segregation by involving children and recycling of bio-degradable solid waste (15) 	15	
05.	Green School Environment	<p>Spot Observation: Each parameter will add 2 marks</p> <ol style="list-style-type: none"> 1. Gardening 2. Plantation of vegetable / fruit tree 3. Use of compost mobilized through children / community 4. Use of grey waste water in gardening / plantation 5. System of maintenance by children 	10	

06.	Mid Day Meal Hygiene	<p>Spot Observation and interaction with kitchen staff: Each parameter will add 2 marks</p> <ol style="list-style-type: none"> 1. Use of protected water for washing utensils 2. Use of protected water for washing raw food materials 3. Hand washing with soap by the kitchen staff before cooking 4. Cleanliness in and around the place where Mid Day Meal is served 5. Hand washing with soap by kitchen staff before food distribution 	10	
07.	Maintenance of facilities	<p>Spot Observation and Interaction: Each parameter will add 3 marks</p> <ol style="list-style-type: none"> 1. The School was a system for cleaning of classrooms: <ol style="list-style-type: none"> a. Daily (3) b. Weekly (2) c. Off and On (1) 2. The School has a system for periodic cleaning of toilet: <ol style="list-style-type: none"> a. Daily (3) b. Weekly (2) c. Fortnightly / Monthly (1) 3. The School has a system for cleaning of hand pump surrounding: <ol style="list-style-type: none"> a. Daily (3) b. Weekly (2) c. Fortnightly / Monthly (1) 4. The School has a system for cleaning of School Campus: <ol style="list-style-type: none"> a. Daily (3) b. Weekly (2) 	15	

		<p>c. Fortnightly / Monthly (1)</p> <p>5. The School has a system for segregation and disposal of solid waste:</p> <p>a. Daily (3)</p> <p>b. Weekly (2)</p> <p>c. Fortnightly / Monthly (1)</p>		
08.	School Hygiene Day	<p>Observation and interaction with children: The School has evidence on organizing School Hygiene Day on 19th November</p>	5	
09.	Home Hygiene	<p>School WASH Register and interaction with children: Children have toilet in their homes</p>	5	
10.	Child Cabinet	<p>Observation and Interaction with children: School has child cabinet with defined role and responsibility</p>	5	
11.	Hygiene Education	<p>Observation and Interaction with children (10 randomly selected):</p> <p>1. The School has a roster for organizing special session on School Hygiene, Child Cabinet & Disaster Management:</p> <p>a. Daily (3)</p> <p>b. Weekly (2)</p> <p>c. Fortnightly / Monthly (1)</p> <p>2. The School has a system for monitoring of hand washing practices:</p> <p>a. Daily (2)</p> <p>b. Weekly (1)</p>	5	

TOTAL MARKS OBTAINED:

SIGNATURE OF THE EVALUATOR

DATE: